

Online Learning Guide for Students

Universidad Carlos III de Madrid, March 19, 2020

The moments we are living are characterized by their extreme nature (the routines we are used to must completely change), as well as by uncertainty (what is valid today may not be valid tomorrow). Maintaining academic regularity in this context is very difficult, but we are convinced that with the collaboration of everyone, we can succeed in teaching the courses of this spring term of the 2019/2020 academic year.

In this guide, we present some considerations that are valid to date. They may require adaptation in the future.

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This is an English translation of the original document in Spanish. The Spanish version is the valid one in case of interpretation conflicts.

What Do I have to Do?

The teachers will **adapt** the learning process in the course taking into account the new circumstances of the new calendar. In particular, the teachers will

- make available the educational materials and activities through Aula Global **on a weekly basis or by session**
- teach **synchronous online classes** using Blackboard Collaborate in Aula Global (with the possibility of recording the sessions under the conditions indicated below).
- organize **online office hours** using Google Hangouts Meet

Although this guide mentions some of the tools available at UC3M, faculty may choose those that are more appropriate for their teaching in certain particular cases.

What Equipment do I Need?

- Web browser, both from your computer and from your mobile device. No additional applications need to be installed. Compatible browsers are (remember that they have to be updated):
 - Chrome
 - Safari 11
- Internet connection: preferably using a network cable, or WiFi otherwise; use mobile data as the last option, since the video conference system consumes a lot of data. Traffic increases the more videos and applications are shared during the session.
 - Minimum connection: (48 kbps for the audio + 360 kbps for each video + 500 kbps for the content). A 3G connection could be enough, but as it depends on the number of people connected, as mentioned before, it is better to connect to a network that guarantees at least 8Mbps
 - You can check your connection quality for example through a speed test page, such as this one:
<https://www.movistar.es/particulares/test-de-velocidad>

Use of Aula Global

Online learning with educational resources

[Aula Global](https://aulaglobal.uc3m.es) (<https://aulaglobal.uc3m.es>), for many years now, is an invaluable tool for supporting teaching. One of its main functions is to make educational materials available to students, always within the limits of copyright and licenses for content reuse.

Teachers will provide students with materials, notes, presentations... with the aim of facilitating online learning.

Forums: Communication with the Teacher and Students

The forums in [Aula Global](https://aulaglobal.uc3m.es/) (https://aulaglobal.uc3m.es/) are a good tool to encourage student participation and facilitate communication between students and teachers. They can also be used for summative assessment, as in some cases student participation can be considered in the grades.

The Aula Global home page includes documents with [Frequently Asked Questions for Students](https://aulaglobal.uc3m.es/mod/forum/view.php?id=1576422) (https://aulaglobal.uc3m.es/mod/forum/view.php?id=1576422) and a [Quick Guide for Students](https://aulaglobal.uc3m.es/pluginfile.php/2272188/mod_resource/content/2/AG_Quick%20Guide%20Students.pdf) (https://aulaglobal.uc3m.es/pluginfile.php/2272188/mod_resource/content/2/AG_Quick%20Guide%20Students.pdf).

Formative and Summative Assessment

The quizzes proposed by the teachers in [Aula Global](https://aulaglobal.uc3m.es/) support different types of questions, which can be graded (summative assessment) or not (formative assessment).

It is also possible for the teachers to create assignments to be submitted by the students. These submissions may be processed through the Turnitin anti-plagiarism tool.

Online Classes using Blackboard Collaborate in Aula Global

How to Access the Online Classes

In most cases, teachers will organize online classes in Aula Global through the Blackboard Collaborate tool, and considering every course and group. Students will simply have to access the activity created for this purpose in Aula Global. The online classes generate attendance reports.

It is also possible for teachers to create online classes directly through Blackboard Collaborate and provide students with invitation links.

How Students Identify Themselves and Participate

If you access the online classes through Aula Global, you will automatically be identified with your first name and last name. If you access the online classes through an invitation link, you will need to indicate your first name and last surname. Please do not use inappropriate or offensive identifiers; otherwise, teachers may require you to leave the classroom.

Students enter the session with the role of participants by default. This means that they will only be able to use a limited number of features. Teachers can get the list of students connected in the session, with the aim to do an attendance control.

In the case of very large groups, teachers may invite students to participate in the class using the session chat only. If the group is small, the teacher may propose students to share their video and/or audio.

We call on your responsibility as a student to ask you, in such a critical situation, to collaborate in the normal development of the session. The teachers can, if necessary, expel you from the online session, just as it could happen in the course of any face-to-face class.

How to Share Content within the Class

In Blackboard Collaborate, teachers can share different types of content (PDF, Word, PPT documents, whiteboard...) and can also share the desktop to show what the teacher has on his or her computer, such as an application or browser tab.

The participant role, which is the role assigned to students by default, cannot share content.

Recording Sessions

If the teacher wants to record the online class, he or she will have to inform the students that the session will be recorded for later viewing.

Those who wish to do so may deactivate their video, audio or chat options or, if this is not possible, not use them during the session. They can communicate, if they wish, with the teacher to ask questions or to participate through the tools available in Aula Global.

At the end of this guide, you will find all the information regarding the treatment of your personal data by the University.

Participation of Office Hours using Google Calendar and Meet

Your teacher can offer his or her students certain slots using Google Calendar that can be easily booked over the web for office hours using a virtual room on Google Meet.

If your teacher uses this service, he or she will have provided you, probably through Aula Global, with a link to his or her 'appointments/office hours page'.

To book a slot, and then to connect with your teacher during this slot, please see the detailed information at:

<https://www.uc3m.es/sdic/servicios/google-calendar#quiero>

Annex: Information on the Processing of Personal Data by the University

Universidad Carlos III de Madrid, due to the cancellation of face-to-face classes, must adopt technical and organizational measures aimed at ensuring the continuation of the public service of higher education entrusted to it by the legal system.

One of these measures is the use of a virtual teaching environment that involves the potential treatment of identification data, image, audio or chat comments, depending on the configuration. The intervention in the class will be governed by the principles of the ordinary operation of teaching and will not require the consent of the student.

This circumstance means that a new processing of personal data will be carried out by the University. Therefore, in the condition of being controller,, and in compliance with article 13 of the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, regarding the protection of natural persons with regard to the treatment of personal data and the free circulation of these data (General Data Protection Regulation -GDPR-), the following information is provided:

Basic Information on Data Protection

CONTROLLER: Universidad Carlos III de Madrid.

IDENTIFICATION OF PROCESSING: Online teaching

PURPOSE:

1. Online teaching for students enrolled in the undergraduate and graduate degrees offered by the University.
2. Evaluation and verification of the knowledge acquired by these students.

In order to comply with these purposes, the classes may be recorded by the teacher so that the video of the class may be made available to the students. In these cases, the students will be previously informed about this circumstance, -in which case, they will be able to deactivate their video, audio or chat options or, if this is not possible, stop using these options-, being able to communicate with the teacher to ask questions or to participate through the tools available in Aula Global.

EXERCISE OF RIGHTS: You may exercise your rights of access, rectification, erasure, right to restriction of processing, data portability and to object, by sending an e-mail to the following email address: dpd@uc3m.es

ADDITIONAL INFORMATION: Additional and detailed information about our Privacy Policy can be found at <https://www.uc3m.es/protecciondedatos>

VERY IMPORTANT: Downloading, disseminating, distributing or disclosing the recording of classes and, in particular, sharing it on social networks or services dedicated to sharing notes, infringes on the fundamental right to data protection, the right to one's own image and intellectual property rights. Such uses are considered prohibited and could lead to disciplinary, administrative and civil liability for the offender.